



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRH

13 JAN 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 Active Guard Reserve Tour Continuation Boards for Soldiers on Their Initial AGR Tour (ARNG-HRH Policy Memo #10-080)

1. References:

- a. Army Regulation (AR) 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.
- b. AR 635-200, Active Duty Enlisted Administrative Separations, 27 April 2010.
- c. AR 600-8-24, Officer Transfers and Discharges, 27 April 2010.
- d. National Guard Bureau Memorandum 25-56/33-360, Information Management, Coordinating National Guard Bureau Policy Documents, 2 December 2009.

2. Applicability: This policy applies only to the review of Soldiers on an initial AGR Tour for retention in the Title 10 AGR program. Separation and Release from Active Duty (REFRAD) of AGR Soldiers other than those on their initial AGR tour, or for other reasons, will be handled in accordance with the applicable law, policy, and regulation.

3. Purpose: To establish procedures for the conduct of tour continuation boards for Title 10 AGR Soldiers on their initial AGR tour.

4. In accordance with AR 135-18, the Title 10 AGR program is a career program; entry into the program ordinarily entails a reasonable expectation that such employment is permanent.

5. The reasonable expectation cited above is subject to AR 135-18, The Active Guard Reserve (AGR) Program, which provides at paragraph 2-6 that AGR Soldiers will be ordered to Active Duty (AD) or Full-Time National Guard Duty (FTNGD) initially for a 3-year period, and further provides at paragraph 4-6a that "NGB may conduct qualitative and quantitative tour continuation boards for ARNGUS officers and enlisted Soldiers on AD and FTNGD prior to the completion of initial or subsequent AGR tour(s)." These caveats provide the Director, Army National Guard with the

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opportunity to maintain the quality of the program by removing individuals found to be unsuitable for continued participation in the AGR program. However, this removal authority is not to be exercised in an arbitrary or capricious fashion. A decision should be taken to involuntarily release an AGR Soldier from the program at or prior to the end of the Soldier's initial tour only upon finding, through a fair and impartial process, that the Soldier is unsuitable for continued participation based upon his or her performance, potential, conduct, military qualifications, or other relevant factor. The release of a Soldier may also be necessary due to a surplus population in the program at the Soldier's grade and Military Occupational Specialty. Additionally, a tour continuation board may be conducted at the direction of the DARNG to facilitate a reduction in force.

6. Initial tour continuation boards will convene semiannually when it is determined that one or more initial-tour AGR officers, warrant officers, or enlisted Soldiers who fall within the zone of consideration should be involuntarily released at or before the expiration of their initial AGR tour due to unsuitability of affected Soldiers for participation in the Title 10 AGR program beyond their initial tour. All Soldiers who fall within the second year of their initial 3-year Title 10 AGR tour will be considered during the zone of consideration from 1 January to 30 June and from 1 July to 31 December of each calendar year. The following procedures apply:

a. The Human Capital Management Division (ARNG-HCM) will initiate a list of Soldiers who fall within the zone of consideration for tour continuation. The list will be provided to the division chiefs and Senior Guard Advisors (SGA) for review by each Soldier's immediate supervisor or first line rater. The reviews will be compiled by ARNG-HCM to obtain concurrence or non-concurrence from the G-Staff and Chief of Staff, ARNG. Substantial documentation outlining the facts that render the Soldier unsuitable for retention in the Title 10 AGR program, together with any appropriate supporting documentation (including, but not limited to, counseling statements, evaluations, disciplinary documents, etc.) must be included with the recommendation for release from the Title 10 AGR program. The ARNG-HCM will develop recommendations, requirements, and a decision matrix in a separate Memorandum of Instruction (MOI).

b. The process to "recommend" that a Soldier be retained on the AGR program or REFRAD starts with the immediate supervisor or first line rater. This will prevent unrelated documentation from influencing the board's review, assuring a fair and equitable process.

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c. A packet identifying those Soldiers who are recommended for non-continuation must be staffed for approval by the DARNG to conduct a tour continuation board. If there are no Soldiers considered for non-continuation in the cycle, and if the G-Staff and Chief of Staff, ARNG support continuation of all the Soldiers, a board is not necessary. In this case, a memorandum to non-conduct a board must be prepared for staffing approval and signed by the DARNG.

d. The ARNG-HCM will coordinate with the Personnel Division (ARNG-HRP) to conduct a tour continuation board. The board MOI, after it is reviewed by the Personnel Policy Division (ARNG-HRH) and the Judge Advocate (NGB-JA), must be included with the review documentation prior to the conduct of the board.

7. Notification Requirements:

a. Before the scheduled board meets, and within 15 days after the recommendation for non-continuation, the chain of command must counsel, in writing, those Soldiers not recommended for continuation.

b. At least 90 days prior to the convening date of the board, a Soldier recommended for non-continuation will be notified in writing by ARNG-HCM of the scheduled board, giving him or her at least 30 days to respond in writing. The response then will be forwarded through channels, together with the Soldier's supporting documentation, to ARNG-HCM. This will afford the Soldier the opportunity to review his or her board files and to have any errors or omissions rectified prior to the convening of the board.

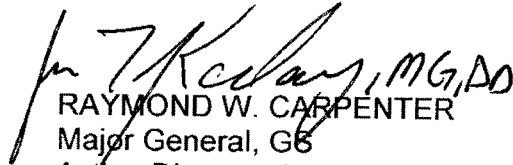
c. When possible, ARNG-HRP will use boards already scheduled or empanelled for other purposes as tour continuation boards. These boards will consider all recommendations for non-continuation, subject to the notification requirements.

8. Final approval of board results: When the tour continuation board recommends a Soldier for non-continuation in the Title 10 AGR program, the recommendation will be forwarded to the Director, Army National Guard (or designated representative), who will approve or disapprove the results of the board. There is no appeal process. Soldiers selected for non-continuation will be released from the Title 10 AGR program upon the completion of their initial tour, or 90 days after the Director's decision, whichever is later.

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9. The points of contact are COL Dennis P. Chapman, Chief, Personnel Policy and Readiness Division, at DSN 327-5904, 703-607-5904, or dennis.chapman@us.army.mil and COL Roger Etzel, Chief, Human Capital Management Division, at DSN 329-7537, 703-601-7537, or roger.etzel@us.army.mil.


RAYMOND W. CARPENTER
Major General, GS
Acting Director, Army National Guard

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All Title 10 AGR Soldiers